



COMMONWEALTH of VIRGINIA

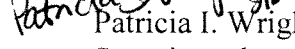
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DATE: October 29, 2010

TO: Division Superintendents
Comprehensive Services Act Coordinators
Community Policy and Management Team Chairs
Family Assessment and Planning Team Chairs

FROM: 
Patricia I. Wright
Superintendent of Public Instruction


Ms. Charlotte McNulty
Executive Director, Office of Comprehensive Services

SUBJECT: Joint Memorandum Regarding the March 31 Student Record Collection and Reporting Students Funded through the Comprehensive Services Act

Beginning in fiscal year 2006, the Department of Education (DOE) began identifying students funded through the Comprehensive Services Act (CSA) on the March 31 Average Daily Membership (ADM) data collection. Students for whom the state share of tuition to a private special education program was funded by CSA were deducted from the funded March 31 ADM total to avoid double funding of these students. Beginning with the March 31, 2010, Spring Student Record Collection (Spring SRC), DOE began receiving division-level data from the Office of Comprehensive Services (OCS) to compare to student data reported by school divisions on the Spring SRC. To do this, DOE received data from OCS indicating the number of students for whom private educational services (i.e., private residential or private day services) were funded by CSA in each locality through the end of the second quarter of fiscal year 2010. While this information did not provide complete data for a full school year, it did provide good proxy data to compare with data reported on the Spring SRC in order to monitor possible double funding of students.

Based on a DOE review of the CSA data and the data reported by school divisions, a determination was made that some CSA funded students were not being reported and deducted from March 31 ADM. To reconcile the data for fiscal year 2010, DOE e-mailed the data provided by OCS and the CSA funded student data as reported by school divisions on the Spring SRC to each school division, and requested that divisions review the information and either provide explanations to DOE on the variance or resubmit their Spring SRC with corrections. Each division did provide an explanation of the remaining variances; however, school divisions and local CSA offices reported difficulty accessing the data necessary to reconcile their differences.

Department of Education and School Division Responsibilities:

In order to help school divisions accurately report their CSA funded students and to reconcile their data with local CSA offices, divisions will be required to provide additional data to OCS. Beginning with the 2010-2011 school year, the school division representative to the Community Policy and Management Team (CPMT) will be responsible for providing the student State Testing Identifier (STI) to the CPMT, which will then be responsible for maintaining a database of these STIs along with the services the student received at the time of authorization for funding of services. Also beginning with the 2010-2011 school year, DOE will add an additional page to the Spring SRC Finance verification report detailing the number of CSA private school tuition funded students reported by the school division and the number reported by CSA. School divisions will be asked to review this data and provide a written explanation for any significant variances between the two data sets.

At the point divisions are ready to reconcile their Spring SRC and CSA data, please contact your local CSA office and compare the data variances (using the STIs) between the two data sets. DOE will sponsor a webinar on this process closer to the opening of the Spring SRC. Until then, please provide the STIs as requested by your local CPMT.

Additional information is provided below from the Office of Comprehensive Services to the local CSA offices for maintaining the STIs and assisting school divisions in reconciling the requested data.

Comprehensive Services Act and Community Policy and Management Team Responsibilities:

As stated above, DOE has requested that the student State Testing Identifier (STI) number be collected for CSA funded students receiving congregate care education services, either Medicaid or Non-Medicaid, and/or any student receiving private day education services.

Since the STI is assigned by the school system, it will be the responsibility for the school division representative to the Community Policy and Management Team (CPMT) to provide this identification for any student whose state share of tuition is paid by CSA. The STI is to be collected for any student receiving CSA funded private day or congregate care education services for each school year, beginning with the FY 2011 program year (services beginning July 1, 2010, and ending June 30, 2011). Each individual CPMT should develop a specific procedure locally for the collection and maintenance of this information. The information is to be maintained by the CPMT and made available to the school divisions as requested.

The listing should contain the following information:

1. State Student Testing Identification number
2. Student Name
3. Service Placement Type (SPT)
 - a. SPT 6 for Special Education Private Day, or
 - b. SPT 17 for Congregate (Private Residential) Education Services for Medicaid funded placements, or

- c. SPT 18 for Congregate (Private Residential) Education Services for Non-Medicaid funded placements

The information listed above in items one through three should be securely maintained as a confidential student record. Please note, the STI number will not be collected by OCS in the CSA data set.

Questions regarding the student record collection data elements should be directed to the DOE Education Information Management Office at (804) 225-2099 or ResultsHelp@doe.virginia.gov. Any questions regarding CSA responsibilities should be directed to Charles Savage at the Office of Comprehensive Services at (804) 662-9818, or Charles.Savage@dss.virginia.gov.

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